

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES

MEETING 4

Department of Employment Building  
Room 4131, Sacramento, California  
April 1, 1960

The meeting was called to order by Chairman Ficklin at 10:05 A.M. Present were:

JOHN R. FICKLIN, Chairman  
ROBERT T. ANDERSEN  
HOWARD W. CAMPEN  
ALLEN B. COTTAR  
JAMES V. HICKS  
DAN KELSAY  
MARTIN C. McDONNELL

Commissioner Muehleisen was delayed by motor trouble at the Los Angeles Airport. Commissioner Leask was absent, being in the hospital for minor surgery.

The Minutes of the meeting of February 10, 1960 were unanimously approved on motion made by Commissioner McDonnell and seconded by Commissioner Hicks.

Commissioner Ficklin introduced Executive Officer John D. Holstrom.

OFFICE SPACE

Acting Secretary Huston explained correspondence from the Department of Finance. The Commissioners discussed the possibility of having the office relocated to San Francisco because of the crowded facilities in the Capitol area. It was decided to establish the office in Sacramento and to leave the space problem to the Acting Secretary, the Executive Officer, and their endeavors to deal with the Sacramento State people.

LETTERHEAD

Complimentary remarks were made about the form and color of the Commission letterhead, copies having been submitted to each Commissioner. On motion made by Commissioner Campen, seconded by Commissioner Andersen, the letterhead was adopted as the official correspondence material for the Commission.

1960-61 BUDGET

The 1960-61 Budget was discussed with the newly inducted Executive Officer and was adopted by the Commission as a presentation to the Executive Officer as the financing for his office operations. It may be adjusted, as to category transfer as experience proves desirable.

PROGRAM

The Commission proceeded then to discuss the organization of the staff and management format of the office.

POLICY

The Commission proceeded to discuss minimum recruitment standards, minimum training standards, training facilities, subventions, and legal technicalities of the Statute.

In general discussion it was stated, without contrary expression, that at the outset the Commission will confine its interest to standards of recruitment and minimum basic training, with reimbursements to cities and counties covering recruitment standards and minimum basic training only.

It was suggested that a study is needed to determine the volume of peace officers recruited by cities and counties for a three year period so an estimate may be made of the adequacy of available reimbursement funds.

It was also suggested that a study is needed to determine the quality and quantity of existing recruit training facilities. If it becomes necessary to specifically approve facilities, this, it was said, should be a Commission and not an Executive Officer responsibility.

It was suggested that a study is needed to determine prevailing recruitment standards in cities and counties. This may be done from existing data, or a re-survey, or by regional meetings.

It was stated, in general discussion, that it is not intended at this time that the Police Chiefs and Sheriffs Zone Meetings be used to take a discussion of the Commission program to the field. It is too early in the program.

Commissioner Campen was excused from the meeting to keep another appointment.

PEACE OFFICERS' CONFERENCE

On motion by Commissioner Kelsay, seconded by Commissioner Hicks the Executive Officer was instructed to attend the California Peace Officers Association Conference at Santa Monica, May 15-19th.

TRAVEL

On motion by Commissioner Andersen, seconded by Commissioner Cottar the Executive Officer was authorized to exercise his own discretion and prerogatives with respect to intra-State travel.

Commissioner Muehleisen arrived at the meeting at 11:45 A.M.

OUT-OF-STATE TRAVEL

The Executive Officer informed the Commission that he had been invited to attend a meeting in Washington, D. C. of the Police Advisory Committee of F.C.D.A. at the expense of the Federal Government. Appointment and travel on motion by Commissioner Muehleisen seconded by Commissioner Andersen, attendance was approved.

ASSOCIATION MEMBERSHIPS

The Commission discussed the subject of dues and membership in organizations compatible to the program of the Commission which memberships were to be held by the Executive Officer. The Commission had no objection to such subscriptions but felt that these matters should be referred to them for review prior to engaging in any payment of such fees.

The Commission adjourned for lunch at 11:50 and reconvened at 12:40.

STANDARDS

On motion by Commissioner Muehleisen, seconded by Commissioner Andersen, the Commission approved the minimum recruitment standards as revised. The minimum recruitment standards were thus approved for submission to the Hearing processes and final adoption. (See Exhibit 1, attached.)

Acting Secretary Huston agreed to redraft the amended and corrected minimum recruitment standards and mail this schedule to each Commissioner the fore part of the subsequent week. (This was done.)

Acting Secretary Huston also agreed to reproduce The Personal History Investigation format and supply one to each Commissioner. (These were mailed.)

REVENUE

The Executive Officer was instructed to investigate to see that the Courts were fixing and collecting the penalties as prescribed in the Act and that these penalties were being deposited in the State Treasury.

STAFF

The Executive Officer was authorized to employ stenographic assistance as provided in the tentative budget. He was asked to bring to the next meeting a preliminary estimate of staff requirements and program objectives for such staff.

TRAINING AGREEMENTS

Acting Secretary Huston supplied the Commissioners with the State form numbered SPB 695, entitled "Specialized Training Agreement". This is a 4 page, 3 part form required of all employees who are to receive specialized training at State expense. Similar form SPB 696, entitled "Specialized Training Expense Voucher" was also supplied the Commission. (See Exhibit 2 and 3, attached)

Both of these forms were submitted that the Commission and the Executive Officer might have the knowledge of the training program in existence in State Government and perhaps use such experience as a guide in their program and deliberations.

TRAINING

It was suggested that conferences with the Department of Finance will be necessary to determine the detail of bookkeeping which will be necessary as to names of students and training courses for reimbursement approval.

The Commission reviewed a copy of the recommendation of the Standards and Qualifications Committee and of the Training Committee of the Peace Officers Association for a 160 hour minimum basic training program. The Executive Officer was asked to study the file on this recommendation and bring to the Commission his recommendation for content of a 160 hour program.

HEARINGS

It was the sense of the Commission that it intends probably to take the proposed standards of recruitment and minimum basic training to the field through the Hearing Process.

The Executive Officer was instructed, informally, to determine from counsel what the Hearing Procedure entails.

REIMBURSEMENTS

The Executive Officer was asked to determine when, under the law, the first reimbursements must be made, if there is such a legal requirement.

NEXT MEETING

The Commission set the next meeting for May 18, 1960 at 9:00 A.M. in Santa Monica at the El Miramar Hotel in conjunction with the Conference of the California Peace Officers Association.

ADJOURNMENT

On motion by Commissioner Kelsay, seconded by Commissioner Cottar, the Commission adjourned at 4:00 P.M., April 1, 1960.

ATTEST:

  
JOHN P. HOLSTROM, Executive Officer

  
EUGENE HUSTON (Acting Secretary)